

NAVAL RESEARCH LABORATORY
Washington, D.C.

NRLINST 4200.3A
Code 3400

NRL INSTRUCTION 4200.3A

JAN 06 1997

From: Commanding Officer
To: Distribution Lists A and B

Subj: CREDIT CARD POLICY AND PROCEDURES

Ref: (a) NAVSUPINST 4200.85B, Shore and Fleet Small Purchase and
Other Simplified Purchase Procedures

1. Purpose. To implement reference (a) and update information regarding the Commercial Credit Card Program at NRL.

2. Cancellation. This instruction cancels and supersedes NRLINST 4200.3. It is a complete revision and should be reviewed in its entirety.

3. Scope. This instruction applies to all NRL sites.

4. Information. The Federal Government has long recognized the need for a cost effective and expeditious replacement for SF-44 (10-83) (Purchase Order Invoice - Voucher), imprest fund, and certain purchase order procurement methods. The Office of Federal Procurement Policy agreed to allow Federal agencies to test the use of a unique credit card for this type of purchase, and based on successful testing, authority was given for Navy activities to use the Credit Card Program under a mandatory GSA Schedule. From March through June 1990, NRL successfully tested the credit card process through a pilot program. In August 1990, the program was adopted for NRL-wide implementation.

5. Action. Credit card purchase initiators, cardholders, approving officials, and auditors, along with the Supply Officer (Code 3400), the Contracting Officer's Representative (COR), and the Comptroller (Code 3300) will comply with the provisions of this instruction. Division Heads, Branch Heads, and other supervisors and managers will ensure that credit card personnel are responsible individuals who are known to exercise good judgment and who are thoroughly familiar with this instruction.

6. Forms Availability. Most forms mentioned in this instruction can be obtained from the NRL-DC Forms Supply Store (Code 5261.2), Bldg 222, Rm 174; they are also available via email (formstore@nrl.navy.mil) and fax (202-404-8113). All I.M.P.A.C. forms are stocked in the Credit Card Branch (Code 3440) and can be obtained by calling 202-767-0105.



R.E. Leonard
By Direction

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CREDIT CARD POLICY AND PROCEDURES

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CREDIT CARD POLICY AND PROCEDURESCHAPTER 1 - ACCOUNTABILITY AND LIABILITY

1. General. The unique credit card received from the bank or contractor is embossed with the cardholder's name. NO OTHER PERSON MAY USE THE CARD. It should be protected as would a personal credit card, but is designed so it will not be confused with personal credit cards. The contractor will not be provided with any individual cardholder or approving official information other than the work address; no credit records, social security number, etc. are maintained, and no credit check is made. However, cardholders and approving officials are expected to act in a manner which merits the special trust and confidence accorded that position. The provisions of this instruction are driven by Government procurement regulations. Cardholders and approving officials must ensure compliance with these regulations in order to prevent jeopardizing either NRL's Credit Card Program or procurement authority. Both cardholders and approving officials are accountable and responsible for the proper use of the card and of their procurement authority, and for adhering to the policies and procedures in this instruction.

2. Specific

a. Nonprocurement Official. Any cardholder whose single purchase limit does not exceed the micro-purchase threshold (i.e., \$2,500) and whose total procurements are limited to \$20,000 in any 12-month period.

b. Procurement Official. Any civilian/military official or employee (except as described under "nonprocurement official") who has participated personally and substantially in drafting, preparing, reviewing, or approving specifications, statements of work, or purchase requests; preparing or issuing solicitations, evaluating quotes, selecting sources, or negotiating prices; or reviewing and approving awards or modifications. Cardholders whose purchase card buys are expected to exceed \$20,000 a year are considered procurement officials.

c. Cardholder. The cardholder is personally and financially liable to the Government for the amount of any unauthorized purchases he/she knowingly makes which are not for official Government use. Intentional use of the credit card by the cardholder for other than official Government business (especially personal use items) will be considered an attempt to commit fraud against the U.S. Government and may result in both reimbursement and disciplinary action, especially in cases of flagrant abuse of authority or misuse of the card. Cardholders whose purchase card buys are expected to exceed \$20,000 a year are considered procurement officials.

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d. Approving Official. The approving official is one of the "checks and balances" in the credit card process and is expected to provide the process with a higher-level review. The approving official must scrutinize transactions for propriety and ensure that regulations are followed and deficiencies corrected. The approving official is personally and financially liable to the Government for the amount of any unauthorized purchases he/she knowingly approves which are not for official Government use. Approving officials who knowingly approve unauthorized transactions made by the cardholder are negligent in their duties and may also face disciplinary action.

e. Division Heads. Division Heads are expected to take reasonable steps to ensure that personnel adhere to the provisions of this instruction. Division Heads are not expected to be aware of every transaction, but should be aware of the general health of their program and ensure that persons of integrity are placed in the cardholder and approving official positions.

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CHAPTER 2 - INITIATING THE REQUIREMENT

1. Who May Initiate? Anyone may initiate the requirement, but the approving official must review and approve the action prior to purchase. This helps to maintain the checks and balances required by procurement regulations. All credit card transactions are effected through NRL's Procurement Information Processing System (PIPS). New cardholders must contact their Administrative Officer to set up a PIPS account on LABMIS. If the cardholder must initiate the requirement while away from NRL, such as on a field trip, the cardholder must contact the Credit Card Branch (Code 3440) for guidance and obtain approval from the approving official before initiating the purchase. The approval in these cases may be obtained either by advance memorandum or by telephone (as long as the conversation is documented in the Comments field of the PIPS bankcard order/award screen).

2. Purchase Descriptions. The person initiating the requirement is responsible for providing the cardholder with an adequate purchase description. The cardholder is responsible for accepting only those requirements which have an adequate purchase description. An adequate purchase description is necessary to enable the cardholder to determine whether the price is fair. An adequate purchase description must provide the common name of the material and sufficient details to enable the cardholder to have a general understanding of what is to be purchased. It may be necessary to include some of the following specifications:

- a. Kind of material (wood or metal, finish grade or rough cut, etc.)
- b. Electrical data (ohms, volts, amps, hp, ac/dc, etc.)
- c. Dimensions, size, or capacity (6'L X 5'W X 3'H, 20 gallon)
- d. Restrictive environmental conditions
- e. Intended use, including location within an assembly or essential operating conditions
- f. Equipment with which the item is to be used
- g. Other pertinent information that further describes the item, material, or service required, such as the version number for software
- h. Brand names (should not be relied upon solely)

Catalog numbers alone are not sufficient to describe the material; however, the cardholder may accept photocopies of catalog pages if they provide adequate descriptions. A description that is too strict can be just as undesirable as the opposite extreme. Whenever possible, a description should allow tolerances. For in-

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stance, if an item is required to be no longer than a certain length due to space requirements, the description may state that the item "must not exceed ____ feet in length."

3. Divisions may wish to require the originator to complete certain fields of the PIPS bankcard order/award screen to facilitate processing, but this is a division prerogative. Guidance regarding the entering of bankcard information into PIPS is contained in the on-line PIPS Division Users Manual, which can be accessed via LABMIS.

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CHAPTER 3 - EVALUATING WHETHER THE CREDIT CARD CAN BE USED

1. Dollar Limitations. Credit card purchases are limited to \$2500 or less at the division level. If the purchase is for more than this amount, the requirement must be submitted on a procurement request via the Procurement Information Processing System (PIPS) to the Supply Division (Code 3400). Each purchase may include multiple items and multiple job order numbers, provided the total purchase (including transportation) does not exceed the \$2500 limit. Requirements may not be split to circumvent this \$2500 limit. Multiple purchases may be made to the same vendor but in no case may the total exceed \$2500 per cardholder per day. This does not mean that originators may request several different cardholders to procure a requirement which exceeds \$2500. This is an area that the approving official should review during the approval process. (See definition of split purchase, Appendix C, for more information.)

2. Unauthorized Purchases. The following items are prohibited from purchase using the credit card. This list is not intended to be all inclusive -- there may be other items, especially those of a personal use nature, which have not been listed. If in doubt about whether an item may be purchased, cardholders and approving officials should contact the Credit Card Branch (Code 3440).

a. Personal Use/Conflict of Interest Items. The following list contains some of the items most frequently considered to be for personal use. If an item appears to be for personal use, but is for legitimate official Government business, the Bankcard Purchase Document should be annotated in the comments field to reflect the legitimate use:

(1) Briefcases. Shop Store item; if Shop Store cannot meet requirement, purchase through Code 3400 per NRL policy.

(2) Cash Advances. Prohibited by GSA regulations.

(3) Christmas and Other Seasonal Decorations. Prohibited by Navy procurement regulations.

(4) Christmas Cards. Prohibited by Navy procurement regulations.

(5) Coffee Pots. Prohibited by Navy procurement regulations.

(6) Food, Meals, Coffee, or Refreshments. Prohibited by Navy procurement regulations.

(7) Membership Dues for Individuals. Prohibited by Navy procurement regulations.

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(8) Mementos and Other Give-Away Items. Includes paper-weights, ashtrays, cigarette lighters, bracelets, cufflinks, plaques, trash cans, novelty trash cans, ball caps, name tags, etc.; GAO considers these to be personal gifts not required for the conduct of official Government business. These are all prohibited by Navy procurement regulations.

(9) Personal Use Items. Any items that are for personal use rather than for official Government business are prohibited by Federal procurement regulations. If an item appears to be one for personal use but is for legitimate official Government business, the Bankcard Purchase Document should be annotated in the comments field to reflect the legitimate use.

(10) Purchase from Government Employees or Businesses Owned and Controlled by Government Employees. Prohibited by Federal procurement regulations.

(11) Textbooks Associated with Academic Credit Courses. Prohibited per NRLHROINST 12410.3 (series), Civilian Employee Training and Development.

b. Furniture, Appliances, and Equipment

(1) Air Conditioners. Purchase through Code 3400 via the Research and Development Services Division (Code 3500). NRL policy provides for regulation of energy load.

(2) Bottle-Type Water Coolers and Bottled Drinking Water. Purchase through Code 3400 via Code 3500. NRL policy mandates that requirements must be verified.

(3) Compact Disc Players (for Music). Navy procurement regulations normally consider these to be entertainment items. Thus they are prohibited unless they are to be used as part of a security system, in which case purchase must be made through Code 3400 via the Special Security Section (Code 1223). The purchase of CDs is limited to 25 and they may not be seasonal or religious in nature.

(4) Copy Machines. (See Reprographic Equipment.)

(5) Filing Cabinets and Equipment. Purchase through Code 3400 as per NRLINST 10460.1 (series), Office Furniture and Equipment.

(6) Food Service Equipment. Not normally authorized by NRL policy; if required, purchase through Code 3400.

(7) Furniture. Desks, chairs, credenzas, and other furniture are not authorized as credit card purchases and must be purchased through Code 3400 per NRLINST 10460.1 (series). Printer

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stands and computer tables are considered Automatic Data Processing (ADP) items and are authorized.

(8) Incentive Music/Equipment. Prohibited by Navy procurement regulations except under very restrictive circumstances, in which case purchase must be made through Code 3400.

(9) Microwave Ovens. Generally prohibited by NRL policy unless for scientific purposes, in which case purchase must be made through Code 3400 via the Associate Director of Research for Business Operations (Code 3000).

(10) Photocopiers. (See Reprographic Equipment.)

(11) Refrigerators. Generally prohibited by NRL policy unless for scientific purposes, in which case purchase must be made through Code 3400 via Code 3000.

(12) Reprographic Equipment. Includes copiers, high-speed copiers, Diazo process equipment (ozalid, blueprint, etc.), duplicating equipment (offset, ditto, mimeograph, electrostatic copier-duplicator), platemaker or mastermaker, and bindery and related equipment used in conjunction with reproduction and duplicating equipment only (power-operated collators, stitchers, paper cutters, paper drills, folders, punching machines). Purchase through Code 3400 per NRLINST 10460.1 (series).

(13) Typewriters. Purchase through Code 3400 per NRLINST 10460.1 (series).

c. Hazardous Material (HM)

(1) HM. Due to file retention required by Navy procurement regulations and special packaging/handling requirements, purchase must be made through Code 3400, via the Safety Branch (Code 1240). HM shall be approved per NRLINST 4110.1 (series); unauthorized purchases can result in the cardholder's privileges being revoked.

(2) Explosives. To ensure safety and security, NRL policy dictates purchase through Code 3400 via Code 1240. Explosives shall be approved per NAVSEA OP5, Volume 1.

(3) Fireworks or Fireworks Displays. Prohibited by COMPTGEN Decision B-205292 of June 1982.

(4) Pesticides. Due to file retention required by Navy procurement regulations and special requirements, the purchase of pesticides must be made through Code 3400, via Code 1240.

(5) Ozone-Depleting Substances (ODSs) and/or Chlorofluorocarbons (CFCs). Will be purchased only by authorized users and shall not be purchased via credit card. All purchase of ODS

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and/or CFC will be processed by the standard procurement process and be limited to mission-critical requirements. NRL policy dictates purchase through Code 3400 via Code 1240.

(6) Polychlorinated Biphenyls (PCBs). PCBs generally are not authorized for use and shall not be purchased by credit card.

(7) Radioactive Materials. These must be received by the Health Physics Section (Code 1244), per Federal and Navy regulations. All purchases of radioactive materials will be processed by the standard procurement process through Code 3400, via Code 1240.

d. Travel and Transportation

(1) Aircraft Rental or Lease. Prohibited by Navy procurement regulations because considered transportation; if required, contact Code 3400.

(2) Airline Tickets. Prohibited for credit card purchase by GSA regulations.

(3) Boat Tickets. Prohibited for credit card purchase by GSA regulations.

(4) Bus Tickets. Prohibited for credit card purchase by GSA regulations.

(5) Fuel for Vehicles. Prohibited; coordinate acquisition through Code 3500. (NOTE: all NRL vehicles (even sponsor-funded) should be registered with and maintained by Code 3500.)

(6) Lodging. Use employee's individual travel voucher or travel charge card to secure lodging per the Joint Travel Regulations (JTR).

(7) Luggage. Considered by Navy procurement regulations to be a personal expense.

(8) Motor Oil for Use in Vehicles. Prohibited; coordinate acquisition through Code 3500. (NOTE: all NRL vehicles (even sponsor-funded) should be registered with and maintained by Code 3500.)

(9) Telephone Calls. Prohibited for credit card purchase by General Services Administration (GSA) regulations.

(10) Train Tickets. Prohibited for credit card purchase by GSA regulations.

(11) Transportation. Prohibited by Navy procurement regulations. Transportation of materials should be coordinated with the

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Traffic Section (Code 3451). Transportation of personnel should be coordinated with Code 3500.

(12) Vehicles (Purchased or Leased). Prohibited by GSA regulations. Requirements should be coordinated with Code 3500. (NOTE: all NRL vehicles (even sponsor-funded) should be registered with and maintained by Code 3500.)

(13) Vehicle Maintenance. Prohibited for credit card purchase by GSA regulations. Requirements should be coordinated with Code 3500. (NOTE: all NRL vehicles (even sponsor-funded) should be registered with and maintained by Code 3500.)

(14) Vehicle Parts. Prohibited for credit card purchase by GSA regulations unless not for vehicle use, in which case the comments field of the Bankcard Purchase Document should be annotated.

e. Services and Rentals

(1) Advertising. Staffing and Classification Branch (Code 1810) issues all generic recruitment advertisements. All division-specific recruitment advertisements must have the approval of Code 1810.

(2) Building or Land Rental/Lease. Prohibited for credit card purchase by GSA regulations. Coordinate requirements with Code 3500.

(3) Construction Services. Prohibited by Navy procurement regulations. Coordinate requirements with Code 3500.

(4) Gas Cylinders with Demurrage Charges. Prohibited by GSA regulations, which stipulate that credit card transactions must be firm fixed price and completed within 30 days. Gas cylinders without demurrage are permitted.

(5) Machining Services. Machining or fabrication services are permitted only if they are one-time, firm fixed price, and competed with three vendors. GSA regulations stipulate that only firm fixed price transactions are made using credit cards.

(6) Maintenance and Service Contracts. All except one-time, firm fixed price repairs are prohibited.

(7) Personal Services. Prohibited by Federal procurement regulations. In general, personal services can be identified as those which require direct or indirect Government direction or supervision of the contractor's employees. Includes secretarial, clerical, janitorial, yard, or maintenance services.

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(8) Printing, Copying, or Duplicating. Prohibited for credit card purchase by GSA regulations. Includes platemaking, presswork, binding, or services.

(9) Training. Requirements should be coordinated with the Employee Development Branch (Code 1840).

f. Miscellaneous

(1) Advance Payments. Prohibited by Navy procurement regulations.

(2) Army, Air Force, Navy, or Marine Corps Exchange Purchases. Prohibited by Navy procurement regulations. Exchanges are not established for selling goods and services to the Government.

(3) Customs Charges. Prohibited by NRL policy, as customs charges are associated with Foreign Country Purchases.

(4) Foreign Country Purchases. Foreign country purchases are not encouraged due to duty-free entry letter requirements and delayed deliveries. If an urgency determination is made, the cardholder should discuss the requirement with Code 3440 prior to temporary duty (TDY) travel or placing the order.

(5) Office Supplies. Prohibited by NRL policy, as most office supplies are shop store items. Emergency requirements for "must have" office supplies should be coordinated with the Supply Officer (Code 3400) or Code 3440.

3. Restricted Purchases. The following items may be purchased under the credit card program, but have some restrictions, such as required pre-approvals, which must be satisfied before purchase action can be effected. Cardholders must ensure that special approvals are signed by the appropriate codes in Part 2 of the Cardholder's Worksheet (HQ-NRL 4200/1) (Appendix D) prior to finalizing the purchase.

a. Audiovisual Equipment. Includes photographics and supplies, cameras, televisions, and video cassette recorders or cameras. These items must be approved by the Administrative Officer (Code 5202) prior to purchase. This approval must be indicated on the Cardholder's Worksheet.

b. Communications Equipment. Includes telephones, fax machines, and answering machines. These items must be approved by the Telephone Section (Code 3533) prior to purchase. This approval must be indicated on the Cardholder's Worksheet.

c. Hazardous Material (HM). Per NRLINST 4110.1 (series), all HM and research chemicals shall be reviewed by and have prior approval of Code 1240 before they are ordered. If a Material Safety Data

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Sheet (MSDS) is not available in the NRL central repository, the cardholder will be instructed by Code 1240 to request one from the vendor.

d. Clothing or Footwear. Prohibited unless for an emergency safety requirement, in which case this must be documented in the comments field of the PIPS Bankcard Purchase Document.

e. ADP Equipment and Related Resources. Includes ADP hardware, software, services, or support services covered under procedures in NRLINST 5231.1 (series). These procedures require an NRL ASDP-Shortform (HQ-NRL 5236/1), approved by the division head in block 5.b. In addition, if for ADP hardware, the ADP System Configuration Page (HQ-NRL 5236/2) is required; and if for a new ADP system, or one undergoing security change, the Automated Information System (AIS) Accreditation Request (HQ-NRL 5239/1) also is required.

f. Equipment and Controlled Property. Equipment purchases must be reviewed and approved by the Equipment Control Coordinator (ECC) prior to purchase. The review must be indicated on the Cardholder's Worksheet. Equipment includes those items defined as Minor Property (\$300-\$50,000) or Pilferable Property (\$100-\$300) in NRLINST 7320.3 (series).

g. Gas Cabinets, Flammable Cabinets, and Laboratory Hoods. These items must be approved by Code 1240 prior to purchase. This approval must be noted on the Cardholder's Worksheet.

h. Forms. Must be approved by the Administrative Services Branch (Code 5260) prior to purchase. This approval must be indicated on the Cardholder's Worksheet.

i. Heaters (Portable Space). These items must be approved by Code 3500 prior to purchase. This approval must be indicated on the Cardholder's Worksheet.

j. Machining Services. Machining or fabrication services are permitted if they are one-time, firm fixed price, and competed with three vendors.

k. Ladders, Power Sources, and Nickel Cadmium and Lithium Batteries. These items must be approved by Code 1240 prior to purchase. This approval must be noted on the Cardholder's Worksheet.

l. Radio Frequency Equipment. These items must be approved by the Communications Branch (Code 1430) prior to purchase. This approval must be noted on the Cardholder's Worksheet.

m. Repairs. Repairs ordered using the credit card should be minor or simple to avoid possible complications. Complex repairs or those with detailed technical specifications should be forwarded to Code 3400. Orders for repairs using the credit card must be a FIRM FIXED PRICE (not a "ceiling" price, a not-to-exceed

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price, or an estimate). The repair should be effected by first issuing a firm fixed price order to find out what is wrong with the item(s), then by issuing a second firm fixed price order for actual labor and parts to repair the item. If the cost of the repairs (including the estimate) will exceed \$2,500, a procurement request should be forwarded to Code 3400.

n. Respirators and Other Personal Protective Equipment (PPE). Code 1240 is the only NRL component authorized to purchase and issue respiratory protection. All PPE will be authorized and/or issued by Code 1240; any equipment obtained through other channels is not approved by the Navy Occupational Safety and Health (NAVOSH) program. PPE includes chemical and thermal gloves, safety glasses, chemical goggles, safety shoes, and fall protection.

o. Safes, Locks, and Security Files. These items must be approved by the Physical Security Services Section (Code 1222) prior to purchase. This approval must be noted on the Cardholder's Worksheet.

p. Software Licenses and Updates. Software licenses and updates are authorized purchases via the credit card, provided the beginning and ending dates are in PIPS to ensure that the dates do not overlap. Also, per NRLINST 5231.1 (series), these buys require an NRL ASDP-Shortform approved by the division head; and if part of a new ADP system or an ADP system undergoing a security change, also an Automated Information System (AIS) Accreditation Request.

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CHAPTER 4 - PURCHASE PROCEDURES1. Review of Mandatory Sources of Supply

a. Screening Priority. Before a purchase may be made using the credit card, the cardholder must determine if the material is available from mandatory supply sources. These include (in priority order) the NRL shop stores, excess sources, Federal Prison Industries (FPI), National Industries for the Severely Handicapped (NISH), and General Services Administration (GSA) Federal Supply Schedules (FSSs).

(1) Step 1. NRL Shop Stores/Excess. The NRL Shop Stores should be checked to determine if the material is in stock. This can be done either by physically checking at the store, calling the store, or making a LABMIS inquiry. If the desired material normally is available through the store but is out of stock, the cardholder may document Part 1 of the Cardholder's Worksheet (Appendix D). The cardholder must check with the division Equipment Control Coordinator (ECC) to see if the material is available through excess sources before proceeding to Step 2.

(2) Step 2. FPI/NISH. The Supply Division (Code 3400) will provide mailing lists for catalogs of products carried by both FPI and NISH. The cardholder must check these sources before proceeding further. If the material is available through FPI or NISH, a procurement request (stub) should be initiated and submitted to Code 3400 for processing. However, if the urgency of need (i.e., the item is needed within 10 days) precludes the use of these sources, the cardholder may annotate Part 1 of the Cardholder's Worksheet appropriately and proceed to Step 3.

(3) Step 3. Federal Supply Schedules

(a) Step 3a. The cardholder must determine if the material is available through GSA FSSs by looking up the description of the requirement in the Federal Supply Class List provided by the Credit Card Branch (Code 3440). If the material is listed on the Federal Supply Class List, the cardholder may call the Technical Branch (Code 3420) for specific vendor information. If the material is available on a GSA FSS, proceed to Step 3b; if not, proceed to Step 4.

(b) Step 3b. Contact the vendor to see if the following requirements can be satisfied; if so, proceed to Step 3c; if not, annotate Part 1 of the Cardholder's Worksheet and proceed to Step 4:

1 the material is available within the required time frame;

2 the requirement meets the minimum quantity or dollar requirements set by the contractor;

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3 the contractor provides coverage to the required geographic area;

4 the cardholder cannot find identical items for lower prices from other commercial sources; and

5 the GSA contract has been renewed with the contractor.

(c) Step 3c. Determine if the vendor will accept a credit card. If so, type the GSA contract number in the FSS (GSA) field of the Bankcard Order/Award screen; proceed to Step 4. If the vendor will not accept a credit card, the cardholder must initiate a procurement request and submit it to Code 3400 for processing.

(4) Step 4. Cardholder's Worksheet. The cardholder must complete Part 1 of the Cardholder's Worksheet, documenting that the mandatory sources were not available or the reasons that they were bypassed. Proceed to Step 5. Further, the cardholder must obtain all division approvals and special approvals (Part 3 of the Cardholder's Worksheet), if applicable. When complete, proceed to Step 5.

2. Soliciting Vendors

a. Purchases under the micro-purchase limit (\$2500) are exempt from the Buy American Act and from the small business reserve of the Small Business Act. Credit card holders may make purchases under the micro-purchase threshold without regard to the Buy American Act or to business size.

b. Step 5. Rotating Sources of Supply. Whenever practical, cardholders must solicit from other than the previous winning vendor. Cardholders should refrain from continually going to the same vendor unless a market search shows that the vendor consistently provides the best price and conditions, in which case the file should be documented on the Cardholder's Worksheet or Telephone Quotation Record for Credit Card Orders (NDW-NRL 4265/3442) (Appendix E). Although rotation is important, a higher price should not be paid simply to rotate the business. Proceed to Step 6.

c. Step 6. Negotiating with the Vendor. After considering the following, proceed to Step 7.

(1) Techniques for Best Pricing. The cardholder has flexibility in dealing with contractors. It is perfectly acceptable for the cardholder to discuss most aspects of the purchase with responsible contractors to clarify information and to reach an understanding and agreement on the terms and conditions of the requirement. It is perfectly acceptable to negotiate to get the best price for the Government. If the cardholder determines that

it is in the Government's interest to solicit quotations from more than one contractor, the Telephone Quotation Record for Credit Card Orders should be completed and retained. Do not disclose to a contractor a quote from another contractor.

(2) Consider the Terms and Conditions. Price is not the only factor to consider when making the award. For example, the following should be considered as a total package:

(a) Transportation Methods. In order of preference, there are three types of transportation terms associated with the purchase: contractor delivery, common carrier, and Government pick-up. Contractor delivery is best because 100% of the risk lies with the contractor until the material is delivered to NRL. If the estimated shipping cost exceeds \$100, the Shipping Section (Code 3451) should be contacted for guidance before the order is placed.

(b) Shipping Costs. In order of preference, there are two methods in which contractors handle shipping costs: FOB Destination and FOB Origin/Other. FOB Destination (PIPS Code D) is the best method, simply because the contractor agrees to pay all transportation costs and is responsible for the material until it reaches NRL. FOB Origin (PIPS Code R) means that NRL pays the charges as a separate line item and must resolve claims for lost material or damages in transit with a carrier other than the vendor. In the case of FOB Origin, the cardholder must fill in the appropriate FOB Code (R) on the PIPS Bankcard Order/Award screen and the origination point (city and state) in the comments field of the PIPS Bankcard Order/Award screen. The cardholder should secure the best estimate of transportation possible and correct any differences with the actual amount during the reconciliation process.

(c) Guarantees/Warranties

(d) Return Policies

(e) Availability. All items should immediately be available for sale and deliverable within 30 days. If an item cannot be delivered within the 30-day period, no backordering is allowed. (For example, if you contact the vendor and the item is not in stock, but the vendor says he can have it in his shop within 45 days, you may not order the item.) The cardholder should confirm that the vendor agrees to charge the credit card only when the vendor completes the shipment (within the 30-day period).

(f) Partial Shipments. The cardholder should tell the vendor at the time that the order is placed that NRL cannot accept partial shipments. However, vendors often make partial shipments without authorization. If a partial shipment is received and it will be more than a few days before the balance of the order is

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received, then the balance of the order should be canceled and the order documented to so indicate. If the vendor verifies that the balance is en route and will be delivered in a few days, the cardholder may elect not to cancel the balance, but to wait for the material and enter a complete receipt in PIPS (as PIPS cannot process partial receipts). Common sense should prevail when dealing with partial shipments.

(g) Fees. The vendor should not pass on to the Government (or include in the price) fees charged by the vendor's bank for processing credit card transactions.

(3) Equal Information. The cardholder must always be aware of the need to provide equal information to all prospective quoters. If any of the terms and conditions change during the quoting process, all prospective quoters must be advised of the change so that all suppliers are quoting on identical terms and conditions.

(4) Do Not Discuss. The cardholder should not discuss any information from other vendors, the names of other vendors, the pricing from other vendors, or the amount of money available to the originator. The cardholder may disclose that the material can be purchased for a lower price or better conditions without revealing the specific vendor.

3. Step 7. Fair and Reasonable Price. One of the cardholder's primary responsibilities is to be reasonably sure that the price paid is fair and reasonable. There are five factors to consider when determining price reasonableness in the purchase of materials or services: Quality, Quantity, Price, Source, and Availability. Small purchase procedures provide three ways to determine a fair and reasonable price, at least one of which must be documented in Part 3 of the Cardholder's Worksheet (Appendix D):

a. Commercial/Published Price List. A published price list indicates that the marketplace is determining the price reasonableness. If a published price list is used, it should be photocopied and retained in the file; if the cardholder does not have access to the list, the page number and date of the price list may be annotated in the appropriate area of Part 3 of the Cardholder's Worksheet.

b. Common Sense. The cardholder should also use good judgment and common sense, asking himself/herself "If I were paying with my own money, would I make this purchase?" If the answer is yes, document the file by checking the statement "If I were paying with my own money I would purchase this item" in Part 3 of the Cardholder's Worksheet.

c. Competition. Competition assures the Government of a reasonable price; however, the administrative cost of verifying price reasonableness through competition may more than offset potential

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savings, especially for purchases under \$2500. Therefore, the cardholder may purchase on a single quote if the price can be determined to be fair and reasonable. When the cardholder feels that competition is desirable, the Telephone Quotation Record for Credit Card Orders should be completed and retained in the file, and Part 3 of the Cardholder's Worksheet annotated appropriately.

4. Step 8. Funds Availability and Authorization. Prior to finalizing the purchase with the vendor (the time that this occurs is determined by the division), the person who authorizes the initiation of purchase and certifies that funds are available (as on a procurement request) is required to provide written approval in the Funds Availability Block of the electronically generated Bankcard Purchase Document.

5. Step 9. Approving Official Approval. Prior to finalizing the purchase, the approving official must review the Bankcard Purchase Document, Cardholder's Worksheet, and Telephone Quotation Record for Credit Card Orders (if applicable) for correctness and propriety. The Cardholder's Worksheet should be reviewed to ensure proper documentation when bypassing mandatory sources of supply, and obtaining special approval signatures. When the approving official is satisfied that all is correct, the approving official will sign the Approving Official Block of the Bankcard Purchase Document. An alternate approving official may be designated by the division head to facilitate the process in the approving official's absence. Although the Contracting Officer's Representative (COR) technically cannot approve the purchase, he/she can assist if the approving official and alternate approving official are absent.

6. Step 10. Finalizing the Purchase with the Vendor. When the above steps are completed, the cardholder is ready to finalize the purchase with the vendor. This can be done in person at the vendor's place of business (over the counter), or by telephone. In either case, the cardholder should reaffirm all the terms and conditions negotiated in Step 6 and consider the following:

a. No Sales Tax. There will be no sales tax charged. If the vendor insists upon a tax exempt number, the cardholder may:

(1) Provide the vendor with the NRL number (806-087-0506). Usually this will satisfy the vendor's requirement.

(2) Provide a photocopy of the Visa Card (with the card number and the expiration date blotted out).

(3) Contact Code 3440 for an official tax exempt letter which can be faxed to the vendor.

b. Destroy Carbons. If the purchase is being made over the counter, the cardholder must destroy all carbons.

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c. Delivery Methods. The vendor must understand how the material is to be delivered. There are three ways to do this:

(1) Vendor Delivery. In this case, at NRL-DC, the cardholder arranges to have the vendor deliver the material to a designated location via Building 49, informing all delivery personnel that they must obtain a visitor control badge from Security (Building 72) prior to gaining entrance to NRL. This procedure will also alert the recipient to an impending delivery. At NRL-SSC, the cardholder arranges to have the vendor deliver the material to a designated location via Building 2408, informing all delivery personnel that they must obtain a visitor control badge from the Reception Center, Building 3101, South Gate. At NRL-MRY, the cardholder arranges to have the vendor deliver the material to a designated location via Building 704, Mailroom.

(2) Cardholder Pickup. The cardholder picks up the material at the vendor's place of business.

(3) Other Employee Pickup. The cardholder makes arrangements with the vendor by telephone, but sends another Government employee to pick up the material. Contractors working for NRL are not authorized to pick up material on behalf of the Government.

d. Delivery Location and Labeling. The vendor must understand where the material is to be delivered. This includes instructing the vendor to label the shipping package/container as follows:

(1) Name and code of recipient

(2) Complete address: street, city, state, zip code

(3) Building and room number

(4) Procurement Instrument Identification Number (PIIN) or Purchase Order Number

(5) The words "Credit Card" written on the container or shipping label

e. System Authorization. The merchant will seek authorization from the bank computer for purchases. Each cardholder's single-purchase limit, 30-day limit, office limit, and the type of merchant from whom the cardholder is making a purchase is checked before authorization for that purchase is granted by the bank. Each merchant is identified by type of business through a Standard Industrial Classification (SIC) code. The code is identified each time the vendor seeks authorization. Authorization will be denied if the vendor is an airline, travel agency, hotel, restaurant, auto rental agency, or bar. Sometimes vendors do not properly identify themselves through the system, and authorization is denied even though the purchase is legitimate. In this case, call Code 3440 for resolution.

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CHAPTER 5 - ELECTRONIC DISTRIBUTION OF FORMS

1. The PIPS process assists the cardholder with automatic distribution of credit card orders, modifications of orders, and receipts (accruals). The card holder is no longer required to provide copies of the credit card orders, receipts, or invoices to the Accounting Branch (Code 3330) with the reconciled Statement of Account. The streamlined procedures entail sending the reconciled Statement of Account (Appendix F), any Statement of Questioned Item (SQI) (Appendix G) for disputes, and the C34691P Reconciled Bankcard Receipts reports. The exception to the streamlined process occurs when the company delivers and bills for partial orders or when the SQI contains disputes that require supporting documentation such as copies of shipping documents, credit receipts, sales drafts, etc.

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CHAPTER 6 - RECEIVING THE MATERIAL. Items ordered using the credit card will be delivered directly to the division. Material received shall be recorded in PIPS using the Bankcard Receipt Screen. Specific instructions for entering information in PIPS are contained in the on-line PIPS Division User's Manual. Contacts with the vendor to resolve receiving problems should be documented and kept in the purchase file for future reference. The following guidance is provided for some of the typical scenarios that may arise in receiving material:

1. No Problems. If the vendor delivers the correct material, in the right quantity, and it is not damaged, the receipt must be recorded in PIPS per the on-line PIPS Division User's Manual.

2. Overages. There are two steps to solving an overage problem:

a. The cardholder must contact the vendor and arrange for the vendor to pay for the return of the excess material. If the vendor will not do so, the division will retain the material and all supporting documentation.

b. The cardholder must determine whether the vendor has billed for the overage. If the vendor has done so, the cardholder must have the vendor issue a credit for the overage material.

3. Shortages. The cardholder must contact the vendor and either negotiate for receipt of the balance, or cancel the balance and have a credit issued.

4. Wrong Material. The cardholder must contact the vendor and negotiate the exchange of the wrong material for the correct material. If the correct material is no longer desired, the cardholder must negotiate the return of the material and issuance of a credit.

5. Damaged Material. If material is damaged by the carrier in transit, the cardholder must contact the Shipping Section (Code 3451) to assist in resolution.

6. Partial Receipts. The cardholder should tell the vendor at the time that the order is placed that NRL cannot accept partial shipments. However, vendors often make partial shipments without authorization. If a partial shipment is received and it will be more than a few days before the balance of the order is received, then the balance of the order should be canceled and the order documented to so indicate. If the vendor verifies that the balance is en route and will be delivered in a few days, the cardholder may elect not to cancel the balance, but to wait for the material and enter a complete receipt in PIPS (as PIPS cannot process partial receipts). Common sense should prevail when dealing with partial shipments.

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CHAPTER 7 - DOCUMENTATION AND RECORDKEEPING

1. Documentation. A rule of thumb is to ensure that the credit card transaction stands alone; in other words, that the file tells the complete story without any verbal explanation. Document, with a brief statement, all actions that appear out of the ordinary or that occur under special circumstances. This helps to prevent questions during internal/external audits, and the appearance of impropriety.

2. Recordkeeping

a. Purchase File. The cardholder is responsible for keeping the official (auditable) purchase file. The purchase file should contain all the purchase documents, including the PIPS Bankcard Purchase Form, Cardholder's Worksheet, Telephone Quotation Record for Credit Card Orders, Statement of Account (Appendix F), Statement of Questioned Item (Appendix G), dealer's invoice, sales receipts, packing slips, and any other relevant documentation such as a catalog page or published price list. The cardholder should develop a logical sequence for standardizing the files, keeping like forms in the same place in all files. The official purchase file shall be retained for 3 years after receipt of material. In the event the cardholder ceases to be a cardholder, these records should be turned over to the approving official for retention.

b. Log. For more effective recordkeeping, each cardholder should keep a log of all credit card transactions by credit card Procurement Request (PR) number. In addition, the log should contain a brief description, the initiator's name, the date, and the estimated amount of the transaction. Other information may be added as desired by the cardholder. Most cardholders find that this expedites the reconciliation process.

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CHAPTER 8 - RECONCILIATION. The contractor will provide three statements at the end of the billing cycle. The first, called a "Statement of Account," is sent to the individual cardholder. The second, a composite statement of all the individual cardholders for which the approving official is responsible, is sent to the approving official. The third is a consolidated statement for the Small Purchase Section (Code 3332) of all the cardholders assigned to NRL.

1. Cardholder Reconciliation Procedures

a. Step 1 - Statement of Account. On approximately the 25th of each month, the cardholder will receive a "Statement of Account" itemizing each transaction charged to the cardholder. The cardholder must review the "Statement of Account" for accuracy and reconcile it against the accountable documents that he/she has retained for each transaction, particularly the previously completed PIPS Bankcard Purchase Document. By the time the "Statement of Account" is received, the credit card transaction has already been obligated in the Financial Management Information System (FMIS).

b. Step 2 - Bankcard Purchase Document. Verify that the amount billed agrees with the total cost of the PIPS Bankcard Purchase Document and that all items were received via the PIPS receipt process. The cardholder must sign the Reconciliation Block of the Bankcard Purchase Document.

c. Step 3 - Statement of Account Action. Once Step 2 is complete, write the Procurement Instrument Identification Number (PIIN) or Purchase Order (PO) Number under the vendor address on the Accounting Code line of the "Statement of Account."

d. Step 4 - Identifying and Handling Questioned Billings

(1) Sales Tax. If the merchant charges sales tax, the Accounting Branch (Code 3330) must pay and hold the payment in a receivable account until the credit is received. Your job order will not be charged, but you are responsible for obtaining a credit from the merchant regardless of the amount. On the PIPS Reconciled Credit Card Receipts (C34691P), indicate the sales tax total in the State Tax Amount section. On the "Statement of Account," write "Sales Tax" and the dollar amount of tax under the Amount column of the charge. DO NOT FILL OUT "STATEMENT OF QUESTIONED ITEM."

(2) Unauthorized Purchases. If the cardholder makes an unauthorized purchase or for any reason a purchase is questionable, it is the approving official's responsibility to talk to the cardholder. If the cardholder cannot satisfy the approving official that the purchase was necessary and for official use, the cardholder must provide the approving official with either a credit card refund showing that the item(s) have been returned for credit, or a personal check for the full amount of the purchase.

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However, this should NOT be interpreted as authorization to buy personal items with the credit card with the intent of reimbursing the Government later -- THIS IS STRICTLY PROHIBITED.

Resolution of the improper use of a credit card is the responsibility of the approving official, in conjunction with the Supply Officer (Code 3400) and the Office of Counsel (Code 3008). The charge must be paid by Code 3332 if the unauthorized purchase is still unresolved by the payment date. DO NOT FILL OUT "STATEMENT OF QUESTIONED ITEM."

(3) Partial Shipment. If the "Statement of Account" details billing for an entire order when only part of the order has been received, the vendor must ensure that the amount not received is canceled and must negotiate the issue of a credit for the current charge. Partial shipments are not authorized.

(4) Non-Receipt of Material. If the "Statement of Account" details billing of an order never received, reject the entire billed amount and proceed to Step 5.

(5) Items Not Ordered. If the "Statement of Account" details billing of item(s) never ordered, reject the entire billed amount and proceed to Step 5.

(6) Duplicate Billing. If the "Statement of Account" details duplicate billing, reject the duplicate billing amount and proceed to Step 5. The contractor considers duplicate billing to be the same amount being billed more than once (versus a portion of the previous amount being rebilled).

(7) Excess of Agreed Cost. If the "Statement of Account" details billing in excess of the agreed cost, reject the excess amount and proceed to Step 5. A copy of the document showing the agreed cost should be included with the "Statement of Questioned Item."

(8) Item Returned for Credit. If the "Statement of Account" details billing of an item returned for credit, reject the entire billed amount and proceed to Step 5. A copy of the shipping document, containing the freight company and ship date, must be attached to the "Statement of Questioned Item."

(9) Defective Material. If the "Statement of Account" details billing of an item that is defective and is to be returned, reject the amount corresponding to the defective material and proceed to Step 5.

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e. Step 5 - Resolution Methods

(1) First, contact the vendor. Inform the vendor that a "Statement of Questioned Item" will be sent to the bank in lieu of payment and that the bank will wait several days for the vendor's credit before processing a chargeback. Chargebacks are counted against the vendor; however, this procedure is not meant to penalize the vendor and if credit is issued promptly, it will not be counted against the vendor.

(2) Second, annotate the "Statement of Account":

(a) Provide the reason for the disallowance, on the far left side of the description line on the "Statement of Account."

(b) If disputing the entire dollar amount, mark the entire amount with brackets; if disputing a partial amount, indicate in brackets (directly below the amount charged by the bank) the amount not to be paid.

(3) Third, complete the "Statement of Questioned Item" form for each questioned item, regardless of whether the merchant agrees to rectify the situation. This form may not be used until negotiation and resolution is attempted with the merchant. If the merchant refuses to resolve the overcharge by agreeing to issue a credit, simply check the most appropriate box and complete all other applicable information. If the vendor has agreed to issue a credit, it is important that you add the following statement to Item I of the "Statement of Questioned Item" form: "I spoke with (name of vendor representative) on (date), who agreed to issue a credit to my account for (the amount in question)." It is critical that all cardholders include this statement, as it will alert the contractor (bank) not to process a chargeback for several days. Whenever the vendor agrees to credit your account, you should ask the vendor to fax you a copy of the credit voucher and attach a copy to the "Statement of Questioned Item." Cardholders are encouraged to call the contractor at the phone number on the "Statement of Questioned Item," or Code 3330, if advice is needed on how to proceed with a dispute. It is the cardholder's responsibility to follow up until each disputed item is resolved completely.

f. Step 6 - Reconciliation Package. The completed reconciliation package should be forwarded to the approving official with the signed "Statement of Account." Each relevant credit card transaction, PIIN, or PO number should be annotated on the "Statement of Account." The reconciliation package should be supported by all appropriate documentation, including the "Bankcard Purchase Document" and "Statement of Questioned Item" forms. All questioned items should be annotated and bracketed, and disallowance reasons annotated on the left of the "Statement of Account." A copy of the PIPS Reconciled Credit Card Receipts (C34691P) should

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be attached to the package. The approving official should sign the C34691P report and the reconciliation block of all applicable Bankcard Purchase Documents. The cardholder has 4 workdays to complete the reconciliation process. The approving official has 2 workdays to audit, approve, and hand-carry the package to Code 3332. All non-DC sites should comply with these time frames by using a method of express delivery. If the cardholder does not receive the "Statement of Account" by the 27th of the month, he/she should contact the approving official and copy the report mailed to the approving official. If the approving official has no statement for the cardholder, the cardholder should contact the Credit Card Branch (Code 3440) and request that a copy of the statement be sent by fax to the cardholder. Repeated failure to process reconciliation packages promptly could result in temporary suspension of credit card privileges.

g. Step 7 - Approving Official Procedures. The approving official will receive the reconciliation package from all assigned cardholders. It is the approving official's responsibility to verify that all transactions made were in the interest of the Government by examining each cardholder's purchases and the merchant who made the sale, and determining if these items were for official use and if they were allowed to be purchased per the instructions provided. The approving official should verify the cardholder's "Statement of Account" against his/her own copy to ensure the accuracy of the reports. The approving official must sign the Bankcard Purchase Document and the "Statement of Account." Should the approving official not receive all the reconciliation packages, it is his/her responsibility to contact the cardholder and have the documentation furnished at once. In the cardholder's absence (e.g., on extended travel, transfers to another division, resigns, retires, etc.), the approving official is responsible for following up, receiving, and reconciling all records that are not closed out.

h. Step 8 - Cardholder Absence - If the cardholder has travel or leave scheduled at the time that the "Statement of Account" is due, it is his/her responsibility to provide the approving official with access to all credit card transactions and supporting documentation.

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CHAPTER 9 - ADMINISTRATIVE PROCEDURES AND INFORMATION1. Procurement Integrity/Standards of Conduct

a. Procurement Integrity Act. All cardholders (other than nonprocurement officials) and other individuals in the program who are classified as procurement officials under the Procurement Integrity Act must receive procurement ethics training and execute the procurement integrity certification required by the Joint Ethics Regulations and higher authority. All cardholders and approving officials, whether considered procurement officials or not, should ensure that they are familiar with NRLINST 5370.7 series (Procurement Integrity Certification). Procurement officials are required to certify that they have read and understand the Procurement Integrity Act. Certifications are sent directly by the division to the Human Resources Office (Code 1800).

2. Required Training. All cardholders and approving officials must attend the 1-day, in-house NRL training course. Attendees must pass the final examination given in conjunction with the course before they are warranted or receive their credit cards. Cardholders and approving officials may attend the PIPS half-day training for credit card processing, usually given in conjunction with the regular training. Although PIPS training is not mandatory, it is highly recommended. All requests for training should be submitted via memo to the Credit Card Branch (Code 3440). In addition, all cardholders and approving officials must attend refresher training when offered.

3. Warrants. Any person obligating the Government must be a warranted Contracting Officer. A Supply Division (Code 3400) Memorandum (Appendix H) is issued, expressly stating the limitations of authority regarding dollar limitation and type of contract or other purchase document. Actions by Contracting Officers beyond the scope of their authority may result in loss of contracting authority or personal liability.

4. Lost or Stolen Cardsa. Cardholder's Responsibility

(1) Notify the Contractor. The cardholder must notify the contractor immediately should his/her credit card be lost or stolen. The cardholder may report any lost or stolen credit card by calling 1-800-227-6736. Immediate notification minimizes the potential liability for both the Government and the contractor. The Government may be responsible for charges against the card should the contractor not be notified at once of its loss. The cardholder will not be responsible for charges on a lost or stolen card unless he/she fails to notify the contractor (bank), the approving official, and the Contracting Officer's Representative (COR) properly.

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(2) Notify the Approving Official and the COR. The cardholder must also notify the approving official and the COR of the loss within 1 workday after discovering it, and must provide them with the following information:

- (a) card number;
- (b) cardholder's complete name;
- (c) date and location of loss;
- (d) if stolen, date reported to police;
- (e) date and time contractor was notified;
- (f) any purchase(s) made on day card was lost/stolen;

and

- (g) any other pertinent information.

b. Approving Official and COR Responsibilities. The approving official must make a written report to the COR within 2 workdays that includes the information listed above. The COR must then make a written report to the contractor within 3 days. A new card will be mailed within 2 business days of the reported loss or theft. A card that subsequently is found by the cardholder after being reported lost or stolen will be cut in half and given to his/her approving official. The approving official must notify the COR immediately to report lost or stolen cards.

5. Unauthorized Credit Card Use. Unauthorized use is the use of a credit card by a person, other than the cardholder, who does not have actual, implied, or apparent authority for such use, and from which the cardholder receives no benefit. The Government is not liable for unauthorized use. (When the card has been used by an authorized cardholder to make an unauthorized purchase, the Government is liable.) As soon as possible after the discovery of the unauthorized use, the following actions must be taken:

a. The cardholder must notify the approving official, the COR, and the contractor promptly by telephone and in writing that the credit card is being used for improper purposes by a person other than the authorized cardholder.

b. Immediately upon notification by the cardholder, the COR must relay this information to the contractor by telephone and in writing.

6. Departure of Employees

a. Departing NRL. Credit cards are issued to individual employees. If an employee is no longer employed at NRL, the credit

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card must be destroyed by the cardholder and the approving official must notify the COR immediately.

b. Intra-Lab Transfer. If a cardholder is transferred within NRL but into another approving official's area of responsibility, the new approving official will determine whether the cardholder should retain his/her credit card in the new position. If it is determined that the credit card should be retained, the file may be changed by written request to the contractor via the approving official, the COR (Code 3440), to add the cardholder to the new approving official's cognizance. It is the cardholder's responsibility to finalize all previous purchases.

7. Card Reissuance. Credit cards are reissued periodically by the contractor. Code 3440 will coordinate with the division on reissuing credit cards.

8. Signature Cards. A Delegation of Authority (HQ-NRL 5000/1) stating that the approving official may certify credit card invoices received by the cardholder for payment must be completed. The Delegation of Authority will be forwarded to the Financial Management Division (Code 3300) via Code 3440. An alternate approving official should be designated to avoid statement processing delays and late payment penalties.

9. Requests for Additional Cardholders or Changes. All requests for new cardholders or changes to current cardholders will be made by memorandum, via the division's chain of command, to the COR (Code 3440). The information provided must include the full name of the cardholder, the work address and commercial work phone number, the approving official's name and address, the organization name, the single-purchase limit, and the 30-day purchase limit to be assigned to the cardholder. After training and approval by Code 3400, the COR will ensure that the "I.M.P.A.C. Cardholder Account Set-Up" (Appendix I) information is completed and forwarded to the contractor.

10. Requests for Additional Approving Officials or Changes. All requests for new approving officials or changes to current approving officials will be made by memorandum via the chain of command to the COR (Code 3440). The information provided must include the full name of the approving official, the work address and commercial work phone number, the organization name, and the 30-day office limit. After training and approval by Code 3400, the COR will ensure that the "I.M.P.A.C. Program Approving Official Account Set-Up Information" Form (Appendix J) is completed and forwarded to the contractor.

11. Pre-Set Purchase Limits

a. Single-Purchase Limit. The delegation of authority provided to each cardholder sets the individual limit (normally \$2,500) for any single purchase. Each purchase may include mul-

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tiple items, provided the total purchase does not exceed the single-purchase limit. If a cardholder attempts to make a purchase that exceeds the single-purchase limit, authorization will be denied.

b. 30-Day Purchase Limit. The delegation of authority also sets the individual cardholder's 30-day purchase limit. The total dollar value of all single purchases during a 30-day period may not exceed this limit. The default value of this limit is "unlimited." The division may wish to set a limit; if so, contact Code 3440.

c. 30-Day Office Limit. This is the total of the 30-day purchase limits of all cardholders assigned to any one approving official. When the aggregate individual cardholder activity reaches 80 percent of the approving official's authorized office limit, special notification is sent to the approving official. The default value of this limit is "unlimited." The division may wish to set a limit; if so, contact Code 3440.

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CHAPTER 10 - RESPONSIBILITIES1. Cardholders

a. The cardholder must ensure that the card and its number are secured. It should be protected as a personal credit card would be. The card is embossed with the cardholder's name. NO OTHER PERSON MAY USE THE CARD.

b. Cardholders are expected to act in a manner that merits the special trust and confidence accorded that position. The provisions of this instruction are driven by Government procurement regulations. Cardholders must ensure compliance with these regulations in order to prevent jeopardizing either NRL's Credit Card Program or procurement authority.

c. Cardholders are accountable and responsible for the proper use of the card and of their procurement authority, and for adhering to the policies and procedures contained in this instruction.

d. The cardholder is personally and financially liable to the Government for the amount of any unauthorized purchases that he/she knowingly makes which are not for official Government use. Intentional use of the credit card by the cardholder for other than official Government business (especially personal-use items) will be considered an attempt to commit fraud against the U.S. Government and may result in both reimbursement and disciplinary action, especially in cases of flagrant abuse of authority or of the card.

2. Approving Officials

a. Approving officials are expected to act in a manner that merits the special trust and confidence accorded that position. The provisions of this instruction are driven by Government procurement regulations. Approving officials must ensure compliance with these regulations in order to prevent jeopardizing either NRL's Credit Card Program or procurement authority.

b. The approving official is an important "check and balance" in the credit card process and is expected to provide the process with a higher-level review. The approving official is not authorized to place orders with the cardholder's credit card number. The approving official must scrutinize transactions for propriety and ensure that regulations are followed and deficiencies corrected.

c. The approving official is personally and financially liable to the Government for the amount of any unauthorized purchases that he/she knowingly approves which are not for official Government use. Approving officials who knowingly approve unau-

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thorized transactions made by the cardholder are negligent in their duties and may face disciplinary action.

3. Division heads are expected to take reasonable steps to ensure that personnel adhere to the provisions of this instruction. Division heads are not expected to be aware of every transaction, but should be aware of the general health of their program and ensure that persons of integrity are placed in cardholder and approving official positions.

4. Supply Officer (Code 3400) shall manage the Credit Card Program (Code 3440) at NRL. As such, he/she shall:

a. Determine qualified cardholders and approving officials, grant delegations of authority, and establish and approve changes to spending limits and authorization activity codes.

b. Through the Contracting Officer's Representative (COR), establish and manage an Audit Team.

c. Through the COR, manage a training program for cardholders and approving officials.

d. Based on COR and Audit Team recommendations, make the final determination on appropriate actions to be taken when cardholders and/or approving officials fail to follow proper procedures. This may range from remedial training to revocation of authority for individual cardholders and approving officials. Code 3400 will report to the Director of Research (Code 1001), through the chain of command, any such action taken. Code 3400 may recommend additional action (e.g., disciplinary action, collection of funds, etc.) to Code 1001 via the chain of command.

e. Designate Code 3440 as the COR to coordinate all functions with regard to this contract.

5. COR

a. The COR is the primary liaison between the contractor and cardholders and approving officials for questions concerning the Credit Card Program at NRL.

b. The COR schedules and directs the actions of the Audit Team, which shall:

(1) Review actions taken by cardholders and approving officials.

(2) Assess the correctness of such actions in light of established procedures.

(3) Provide informal recommendations and suggestions for corrective action to cardholders and approving officials.

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(4) Report, in writing, the results of all reviews to Code 3400 and the division head.

(5) Manage the training of cardholders and approving officials:

(a) Develop an in-house course to train cardholders and approving officials on the proper procedures to be followed using the credit card.

(b) Establish a training plan and coordinate training to ensure that all participants are scheduled and trained prior to being authorized to act either as cardholders or approving officials.

6. Audit Team. Code 3400 has tasked a team of auditors with the following responsibilities:

a. Audit, through sampling, credit card transactions, determining whether cardholders and approving officials are following the provisions of NRL's Credit Card Program.

b. Report the results of all audits to the cardholder, approving official, division head, and the auditor's chain of command to Code 3400.

c. Issue warning letters to individuals with serious discrepancies, forwarding copies to the approving official, division head, and Code 3400.

d. Recommend to Code 3400 remedial training or revocation of credit card warrants.

e. Conduct on-the-job training of cardholders and approving officials during audits.

7. The Financial Management Division (Code 3300) is responsible for making payments and resolving disputes, and shall:

a. Record obligations and costs for all credit card purchases (other than those made by Code 3400).

b. Account for the receipt of all approving official consolidated credit card statements.

c. Ensure that all credit card payments are accounted for and recorded. This includes follow-up on any completed "Cardholder Statement of Questioned Item" where necessary.

d. Pay all amounts due in accordance with the Prompt Payment Act. Every effort must be made to pay in a timely manner.

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e. Maintain a file of records consisting of copies of reconciled Statements of Account, Statements of Questioned Items, Resolutions of Disputes and Authorizations for Payment of Disputed Items, and Reconciled Bankcard Receipt (C34691P) reports.

f. Advise Code 3400 of cardholders who repeatedly fail to submit credit card documentation, do not file completed statements in a timely manner, or have questionable purchase transactions.

g. Provide for external reporting of credit card transactions where required.

AWARD INCOMPLETE

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Run: 06/13/96 17:09

C34665P

BANKCARD PURCHASE DOCUMENT

PR Nbr: 34-001A-97

Cardholder: CARTER, FRANCES E. Order Date: 06/13/96 PIIN: N00173-97-V-0010

Title: test

PR Org Code: 3400.00

Orig: HARTMAN, CYNTHIA

Code:3400

Ph:202/767-3446

P Ctrl:

Del to: PURSER, CANDY L.

Code:3401.10 Ph:202/404-7404

NRL Bld:32

Rm:115

Vendor: 00-412-1950 Ph: 301/864-9400 Ext:

Bus Size: SMALL SIC: 5943

PRINCE GEORGE'S OFFICE SUPPLY

Est Del: 07/01/96

Dely Exp: 07/13/96

6201 BALTIMORE AVE

RIVERDALE MD 20737

POC: JACK MILLER, PRES

PO Method: Telephonic Credit Card

Del FOB: Origin

Ref:

Comments: Washington, DC

Lin Nbr	Description	UI	Qty	Unit Price	Total Cost
	* Entire PR Funded by the following JO *				
	JO Nbr: 73441 7101 Amt: \$1,125.00				
001	printer	EA	1.00	750.00	750.00
	Property Tag Code: A				
	Assign Barcode (Equip Purchase with Overhead/CCP Funds)				
	Hazmat Code: N - NON-HAZARDOUS				
002	special attachments for printer	EA	1.00	375.00	375.00
	Property Tag Code: A				
	Assign Barcode (Equip Purchase with Overhead/CCP Funds)				
	Hazmat Code: N - NON-HAZARDOUS				

Lineitem Total:	\$	1,125.00
Transportation Amt:	\$	20.00
Total Cost:	\$	1,145.00

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BANKCARD PURCHASE DOCUMENT (Continuation) PR: 34-001A-97 Page 2 of 2

Assigned Equip Ctrl Coord/Cd/Phone/Email
 PURSER, CANDY L. 3401.10 Ph: 202/404-7404 E-m: C34CLP@LABMIS.NRL.NA

APPROVALS

Funds availability and division authorization (to be completed by
 Division Representative authorized to approve procurements.)

Division Representative Signature

(Date)

Order Execution. (To be signed by the
 Cardholder when the order is placed.)

Cardholder Signature

(Date)

Procurement Accuracy and Propriety
 (to be completed by Approving Official
 prior to purchase). I certify that
 I have reviewed the documentation; it
 is correct, and the purchase appears
 proper. I have checked the Cardholder
 worksheet and other documentation and
 it is in order.

Approving Official

(Date)

RECONCILIATION

Cardholder Signature

(Date)

Approving Official

(Date)

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Run: 06/13/96 17:09

ORDER RELEASED (AWARDED)

C34665P BANKCARD PURCHASE DOCUMENT PR Nbr: 34-001A-97

Cardholder: CARTER, FRANCES E. Order Date: 06/13/96 PIIN: N00173-97-V-0010

Title: test

PR Org Code: 3400.00

Orig: HARTMAN, CYNTHIA

Code:3400

Ph:202/767-3446

P Ctrl:

Del to: PURSER, CANDY L. Code:3401.10 Ph:202/404-7404 NRL Bld:32 Rm:115

Vendor: 00-412-1950 Ph: 301/864-9400 Ext: Bus Size: SMALL SIC: 5943
PRINCE GEORGE'S OFFICE SUPPLY Est Del: 07/01/96
Delv Exp: 07/13/96

6201 BALTIMORE AVE

RIVERDALE MD 20737

POC: JACK MILLER, PRES

PO Method: Telephonic Credit Card

Del FOB: Origin

Ref:

Comments: Washington, DC

Lin Nbr	Description	UI	Qty	Unit Price	Total Cost
	* Entire PR Funded by the following JO *				
	JO Nbr: 73441 7101 Amt: \$1,125.00				
001	printer	EA	1.00	750.00	750.00
	Property Tag Code: A				
	Assign Barcode (Equip Purchase with Overhead/CCP Funds)				
	Hazmat Code: N - NON-HAZARDOUS				
002	special attachments for printer	EA	1.00	375.00	375.00
	Property Tag Code: A				
	Assign Barcode (Equip Purchase with Overhead/CCP Funds)				
	Hazmat Code: N - NON-HAZARDOUS				

	Lineitem Total:	\$	1,125.00
(73438 7101)	Transportation Amt:	\$	20.00
	Total Cost:	\$	1,145.00

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BANKCARD PURCHASE DOCUMENT (Continuation) PR: 34-001A-97 Page 2 of 2

Assigned Equip Ctrl Coord/Cd/Phone/Email
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 I have reviewed the documentation; it
 is correct, and the purchase appears
 proper. I have checked the Cardholder
 worksheet and other documentation and
 it is in order.

Approving Official

(Date)

RECONCILIATION

Cardholder Signature

(Date)

Approving Official

(Date)

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PROCEDURES FOR COMPLETING THE PIPS BANKCARD ORDER/AWARD SCREEN

The PIPS Bankcard order/award screen is completed by the cardholder or branch representative for each separate credit card transaction. All fields, dates, and signatures must be completed. General instructions for completing the order/award screen are described below. More detailed instructions can be found in the on-line PIPS Division Users Manual accessible through LABMIS.

Prior to beginning the PIPS entry, you must provide the following information: vendor name, complete address, area code and phone number, business size, Federal Supply Service (FSS)/General Services Administration (GSA) contract number (if applicable), Free On Board (FOB) terms (Destination or Origination); FOB city, state and estimated charges, estimated delivery date, estimated unit prices for requested items, and Duns Universal Number System (DUNS) number (if available). (If Vendor Search Query reveals that no DUNS number has been established, call the Credit Card Branch (Code 3440) on (202)767-6950 or the PIPS Hotline on (202)404-7404 for assistance.)

Step 1: Order Set-up and Award

Enter the Procurement Request (PR) number, cardholder payroll number, and order date. The Title block is used to annotate special information. (Example: special approval from the Contracting Officer's Representative (COR) or the Supply Officer (Code 3400) to purchase unusual requirement.). Continue with Project Control number (optional) to group orders for internal reporting and the FSS/GSA contract number. Select Yes (Y) if attachments are required for an Automatic Data Processing (ADP) worksheet or other special approvals.

Enter the originator by payroll number or after performing the "Employee Locator Search" process. (NOTE: The originator must be within the same "Access Level Structure" and cannot be a contractor employee.) The PR Originator, Cardholder, and Deliver To can not all be the same person. Enter the Deliver To and Assigned Equipment Control Coordinator (AECC) (if ordering equipment) by payroll number after performing the "Employee Locator Search" process.

Select the valid Purchase Order (PO) method (C = over the counter/T = telephone); choose the applicable FOB type (D = destination/R = origination); if FOB = R, enter the estimated shipping charge value; and indicate the funding type code (S = single job order/M = multiple job orders). PIPS will allow up to 12 Job Order numbers per line-item.

PIPS automatically will provide the required delivery date, which is determined to be 30 days after the order date. Enter the estimated delivery date; it cannot be earlier than the order date or

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later than the system-generated required delivery date. Determine the applicable Acquisition Code and enter it:

A = One-time Repair
E = Equipment
F = Both Material and Services
G = ADP Equipment/Software
M = Material or Supplies

Enter the Vendor DUNS number or perform the Vendor Search Query to verify that the vendor has been established in the PIPS base. If the vendor is marked Inactive or Delete, do not use this vendor. If the vendor is not found in the Vendor base, contact Code 3440 or Help_PIPS for assistance. If it is determined that the vendor accepts credit cards but the Vendor base is marked Unknown (U) or No (N), enter remarks in the Comment field for updating the PIPS base.

Comments field is used either to identify FOB city and state or to provide other relevant remarks.

Continue the "Bankcard Order" process by entering the valid information pertaining to the items to be ordered: quantity, unit price, and item description (PIPS allows up to 99 lines of information). Enter the Special Handling code and Hazardous Material code (mandatory if ordering chemicals or hazardous material). Enter the applicable property tag code, which is determined by the type of Job Order used to fund the requirement. If required, enter the plant property tag code.

Select the type of Job Order number to be used and then complete the "Job Order" process. PIPS will verify whether the Job Order cited is valid, but will not check to see if funds are available.

After all information has been entered, select the Print option to produce a copy entitled "Award Incomplete." This copy, along with all supporting documentation, will be forwarded to the approving official and the funds certification official for approval prior to placing the order with the vendor.

After all signatures and dates have been annotated, the cardholder will verify the information with the vendor and place the order. The cardholder can go in and change the order date to the date when the order actually was placed with the vendor. If all changes have been made, the cardholder can Release the order, which electronically passes the obligation to the Small Purchase Section (Code 3332), and also passes a copy to Code 3440. (The "Release" process can be performed only by a cardholder or approving official.)

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Step 2: Bankcard Receipt Process

After the cardholder receives the material (NOTE: only a complete order can be received in PIPS), he/she performs the "PIPS Receiving" process:

Select "GET PR" and enter the relevant PR number. Once PIPS brings the PR up on the screen, select "CHG-DATE" to show the date on which the material was actually received. The cardholder should verify the quantities, unit prices, and shipping charges on the packing slips or invoices and make any necessary changes at this time. If all information is correct, the cardholder Confirms Receipt. This process will flow into the Print option which prints out a copy that must be signed and dated by the cardholder. (This signed copy is mandatory file documentation.) Once this process is complete, PIPS will electronically send the accrual to Code 3332.

Step 3: Reconciliation Process

The cardholder can reconcile in PIPS only if the cardholder has performed the "Bankcard Receipt" process:

Enter the cardholder payroll number and statement date that is being reconciled. PIPS will bring up all PRs that have been received but not reconciled or that are still in dispute.

Verify that the PR showing on the screen is the PR that appears on the current statement. If the PR showing is not applicable, select "SKIP." If the PR showing is in question and the cardholder has already contacted the vendor, select the applicable dispute reason. If the PR dollar value showing is not in agreement with the statement due to a change in the FOB estimated amount, select "CHG-TRANSP" to change the FOB code or dollar amount. (If the unit price is not in agreement, the cardholder must exit out of the "Reconciliation" process, return to the Bankcard Receipt screen, and make the necessary corrections before continuing in the "Reconciliation" process.) If all corrections have been made and the PR is in agreement with the "Statement of Account," the cardholder can then select "RECONCILE-AWD." PIPS will process the information and advance to the next PR.

After all PRs relevant to the statement have been reconciled, exit out of the "Reconciliation" process and out of the Bankcard Menu. Select "Report Query" process and select "Report 34691P" (Reconciled CC Receipts). Enter the cardholder's payroll number and the current statement date. PIPS will generate a report of all PRs reconciled for the current statement. (This report must be attached to the "Statement of Account" and submitted to the approving official.) A copy of Report 34691P and the statement should be maintained with each credit card transaction.

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Step 4: Credit Card Cancellation Process

To cancel either a line item or the entire order, enter the "Bankcard Order/Award" process and select "GET-PR." Select "CANCEL-DEL" and follow the directions on the screen.

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DEFINITIONS

Alternate Approving Official. A fully trained and warranted approving official who acts in the absence of the cardholder's regular approving official to facilitate the Approval or Reconciliation processes. (See Approving Official.)

Approving Official. The key in providing a "check and balance" in the credit card process by ensuring a higher-level review of transactions. The approving official should be the cardholder's supervisor or a higher-level official; a cardholder may not be his/her own approving official, nor may a cardholder be an approving official for his/her supervisor. The approving official scrutinizes all transactions for propriety and ensures that regulations are followed and that deficiencies are corrected. The approving official reviews the cardholder's monthly statement and serves as liaison with the key contacts identified in this appendix. The approving official certifies the cardholder's monthly statements and ensures that payments are for purchases that are authorized and that were made in accordance with Federal Acquisition Regulations (FAR) and agency regulations.

Bankcard Purchase Document. A PIPS-generated document that the cardholder completes for each separate transaction. Specific instructions for completing the Bankcard Purchase Document and the distribution are described in Appendix B.

Cardholder. The individual to whom a card is issued. The card bears the cardholder's name and may be used only by this individual to pay for authorized U.S. Government purchases. Each cardholder is to reconcile his/her monthly statement and forward the reconciled statement to his/her approving official.

Cardholder's Worksheet. The form used to document the review of mandatory sources of supply. This is retained in the cardholder's purchase file.

Fair and Reasonable Price. The price that would be paid by the purchaser if the purchaser were using his/her own money. In addition to price, price reasonableness is determined by the quantity of the buy, quality of the item, source, and availability (immediately versus 6 months from now). It is one of the most important determinations a cardholder must make in the course of making a purchase, and many of the regulations established in purchasing are designed to facilitate this end.

I.M.P.A.C. "International Merchant Purchase Authorization Card" - printed on all cards furnished by RMBCS. These initials also appear on most forms provided by RMBCS.

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Nonprocurement Official. Any cardholder whose single purchase limit does not exceed the micro-purchase threshold (i.e., \$2,500) and whose total procurements are limited to \$20,000 in any 12-month period.

Partial Shipment. One in which the vendor purposely ships a portion of the order now and the rest, in one or more increments, later (as opposed to a shortage, in which the vendor meant to ship the entire order but mistakenly shipped only part of it). This generally happens when the vendor does not have the complete order in stock and must backorder. Partial shipments are not permitted under the RMBCS Bankcard contract, as they cause tremendous payment problems.

Procurement Official. Any civilian/military official or employee (except as described under "Nonprocurement Official") who has participated personally and substantially in drafting, preparing, reviewing, or approving specifications, statements of work, or purchase requests; in preparing or issuing solicitations, evaluating quotes, selecting sources, or negotiating prices; or in reviewing and approving awards or modifications. A cardholder whose bankcard purchases are expected to exceed \$20,000 a year is considered a procurement official.

Rocky Mountain Bankcard System (RMBCS). The current contractor that maintains all I.M.P.A.C. accounts. RMBCS will issue cards to cardholders, and send out monthly statements to cardholders, approving officials, and the Financial Management Division (Code 3300). RMBCS will pay merchants in a timely manner and will receive reimbursements from Code 3300.

Split Order. Two or more orders issued within a short period of time (usually under 10 days) from the same cardholder and/or originator to any vendor or vendors for like or related material or services for the purpose of circumventing the \$2,500 per-order limit. Split orders are not permitted.

Statement of Account. A monthly listing of all purchases and credits made by the cardholder and billed by the merchant.

Statement of Questioned Item. A form used to document line items on the "Statement of Account" which the cardholder feels should not be paid by the Government.

Telephone Quotation Record for Credit Card Orders. A form used to document competition between vendors.

CARDHOLDER'S WORKSHEET

JAN 06 1997

Date _____ Cardholder _____ PR No. _____

Part 1. Mandatory Sources of Supply

The mandatory sources of supply were reviewed by the cardholder for availability of item(s). The following information documents the results of the review:

Line item(s) _____ is/(are) not available from:

_____ Excess

_____ NRL Stock Store

Checked LABMIS date _____ or
Spoke with _____ date _____ and item is:

Not In Stock _____ or Not Carried _____

_____ FPI _____ NIBOSH OR Item available from FPI/NIBOSH but,

_____ Item requires delivery in <10 days.

_____ Urgent Requirement; Required Delivery Date _____
Estimated Delivery Date _____

_____ Item does not meet the following specification:

_____ GSA Federal Supply Schedule or item is available from GSA FSS but,

_____ Urgent Requirement; Required Delivery Date _____
Estimated Delivery Date _____
spoke with _____ date _____ company _____

_____ This request does not meet the minimum order limitations of the contract.

_____ Can be purchased at a lower price from source _____
for \$ _____.

_____ Item does not meet the following specification:

Part 2. Required Special Approvals (signatures prior to purchase)

Audiovisual Equipment. Code 5250 / NRL-SSC 7032 _____

Communications Equipment. Code 3552 / NRL-SSC 7031/7032 _____

Compact Disc Players. Code 1221 / NRL-SSC 7031/7032 _____

Computer Software (any \$ value). ADP Short Form Attached _____

Computer Hardware. ADP Short Form Attached _____

Equipment/Controlled Property. ECC Review _____

Forms. Code 5261.2 / NRL-SSC 7033 _____

Hazardous Materials/Chemicals. Code 1240 / NRL-SSC 7033 _____

Heaters (Portable Space). Code 3530 / NRL-SSC 7033 _____

Radio Frequency Equipment. Code 1430 / NRL-SSC 7035.3 _____

Safes, Locks, Security Files. Code 1222 / NRL-SSC 7031 _____

Other _____

Part 3. Fair and Reasonable Price Determination. The price on this action has been determined to be fair and reasonable by the following method(s):

_____ Commercial/Published Price List. Copy attached or Page _____ Date of list _____.

_____ I certify that if I were paying my own money I would purchase this product.

_____ Competed. (See Telephone Quotation Record attached.)

Part 4. Signature:

Cardholder Signature

Date

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TELEPHONE QUOTATION RECORD FOR CREDIT CARD ORDEHS

CARDHOLDER _____ BANKCARD PURCHASE NUMBER _____

DATE _____

1.		2.		3.	
VENDOR/COMPANY					
ADDRESS					
TELEPHONE NUMBER Company Rep.					
ITEM	QUANTITY	PRICE	TOTAL	DELIVERY	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
TOTAL					
BUSINESS SIZE		<input type="checkbox"/> Large <input type="checkbox"/> Small		<input type="checkbox"/> Large <input type="checkbox"/> Small	
STATS		WOMAN OWNED BUS. <input type="checkbox"/> YES <input type="checkbox"/> NO MINORITY BUS. <input type="checkbox"/> YES <input type="checkbox"/> NO DISADVANTAGED <input type="checkbox"/> YES <input type="checkbox"/> NO		WOMAN OWNED BUS. <input type="checkbox"/> YES <input type="checkbox"/> NO MINORITY BUS. <input type="checkbox"/> YES <input type="checkbox"/> NO DISADVANTAGED <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> ADP <input type="checkbox"/> SOLE SOURCE (justify)		FOB POINT <input type="checkbox"/> Destination <input type="checkbox"/> Origination City, State _____ Est. Cost \$ _____		FOB POINT <input type="checkbox"/> Destination <input type="checkbox"/> Origination City, State _____ Est. Cost \$ _____	

REMARKS:

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STATEMENT OF ACCOUNT

④ CHIEF, FINANCE OFFICE
MASC - NOAA
DEPARTMENT OF COMMERCE
325 BROADWAY
BOULDER

CO 80303-0000

CARDHOLDER

PAGE	1
ACCOUNT NO.	4716131450224500
CARD NO.	4716131419900000
EXPIRATION DATE	910 5423/2/11/92
INITIALS	
DATE OF PURCHASE	
AMOUNT	\$ 27.50
TOTAL	100.54

APPROVING OFFICIAL

⑤ JOHN W BELL
MWS FORECAST OFFICE
1187 FULLER STREET
CASPER

WY 82004-0000

⑥ MWS FORECAST OFFICE
WILLIAM T PARKER
4000 MORRIS AVE
CHEYENNE
82001-0000

WY

STATEMENT OF ACCOUNT U.S. GOVERNMENT CREDIT CARD

PURCHASE DATE/PROCESSING DATE		MERCHANT NAME		AMOUNT
REFERENCE NUMBER		MERCHANT LOCATION/SC CODE		
⑦	08/02/88 XIM 8820700821588002217981	3 LANTERNS SHIP SUPPLY GLOUCESTER MA	5551	122.95
⑧	DESCRIPTION ACCTG. CODE			
	08/02/88 XIM 75207008218802164067485	BUILDING CENTER INC GLOUCESTER MA	5211	19.95
	DESCRIPTION ACCTG. CODE			
	08/05/88 XIM 75207008223802470028182	BUILDING CENTER INC GLOUCESTER MA	5211	23.80
	DESCRIPTION ACCTG. CODE			
⑨	08/27/88 XX 12345678908876543210123	ADMINISTRATIVE FEE 1.700%		2.88
	DESCRIPTION ACCTG. CODE			
	DESCRIPTION ACCTG. CODE			
⑩	TOTAL			189.54

TURN TO REVERSE SIDE FOR CERTIFICATION OF PURCHASE

REVERSE SIDE OF STATEMENT

④ I CERTIFY THAT ALL PURCHASES LISTED ON THIS STATEMENT, UNLESS ANNOTATED TO THE CONTRARY, ARE TRUE AND CORRECT AND WERE MADE FOR OFFICIAL GOVERNMENT PURPOSES. ALL GOODS OR SERVICES HAVE BEEN RECEIVED AND PAYMENT IS AUTHORIZED.

⑤ THE FOLLOWING ITEMS ARE IN ERROR AND SHOULD BE CORRECTED PER THE ADDITIONAL INFORMATION ATTACHED.

⑥ CARDHOLDER SIGNATURE _____ DATE _____ APPROVING OFFICIAL SIGNATURE _____ DATE _____

⑦ PURCHASES MADE WITH THE BANKCARD ARE IN MOST INSTANCES EXEMPT FROM STATE AND LOCAL TAXES. IT IS IMPORTANT THAT YOU ADVISE THE MERCHANT OF THIS BEFORE THE PURCHASE IS AUTHORIZED OR THE BILL IS PREPARED.

STATEMENT OF ACCOUNT EXPLANATION		MC CODE:	The Standard Industrial Classification Code used by the Visa system to identify the type of merchant, or product sold.
SECTION	EXPLANATION	AMOUNT:	The amount of each purchase as shown on your copy of the Sales Draft.
A. FINANCE OFFICE	Name and address of your Finance Office.	F. DESCRIPTION:	Complete this area by writing in the number and description of item(s) purchased. Stock or invoice numbers are not required. Examples: (4) lbs. nails (1) each screwdriver, hammer.
B. PAGE:	Page number of Statement.	G. ACCTG. CODE:	All purchases will automatically be charged to your Master Accounting Code unless you place another code on this line.
CARDHOLDER ACCOUNT:	The account number on your credit card.	H. ADMINISTRATIVE FEE:	The Administrative Fee charged by the contractor for the total purchases billed on your statement will appear as the final transaction on your statement detail.
APPROVING OFF ACCOUNT:	The account number assigned to your Approving Official.	I. TOTAL:	The total dollar amount of items purchased plus the Administrative Fee.
ACCT. CODE:	The Master Accounting Code assigned in your Delegation of Authority letter. All purchases will automatically be charged to this code -- unless you place another code in the appropriate location in Section F of this Statement.	REVERSE SIDE OF STATEMENT OF ACCOUNT	
STATEMENT DATE:	Rocky Mountain BankCard System will send your Statement of Account at the same time each month.	A. CERTIFICATION:	By signing, you certify that all item(s) appearing on the Statement have been received (except books and subscriptions).
TOTAL:	The total dollar amount of items purchased.	B. ERRORS ON STATEMENT:	Errors in amount or any other information on the Statement should be recorded here. Include an explanation of the error. Items received in an unacceptable condition should be noted and explained.
C. CARDHOLDER:	Your full name and work address.	C. SIGNATURES/DATES:	You must sign and date each page. Any items not on this month's Statement will appear on the next Statement. Your Approving Official will review, date, and sign the Statement.
D. APPROVING OFFICIAL:	Approving Official's name and work address.	D. TAX EXEMPTION:	Remember to advise the merchant that most purchases with your credit card are exempt from state and local taxes.
E. PURCHASE DATE:	The date of your purchase. This date should match the date on the sales receipt provided by the merchant.		
PROCESSING DATE:	The date Rocky Mountain BankCard System received and processed the transaction.		
REFERENCE NUMBER:	A 22-digit number used internally by Rocky Mountain BankCard System to record the transaction.		
MERCHANT NAME/LOCATION:	The Merchant's name, city and state.		

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File Code 030

ROCKY MOUNTAIN BANKCARD SYSTEM •
LM.P.A.C. • PROGRAM
CARDHOLDER STATEMENT OF QUESTIONED ITEM
 (Please print or type in black ink.)

ORDER: _____

CARDHOLDER NAME (please print or type) _____

ACCOUNT NUMBER _____

CARDHOLDER SIGNATURE _____

DATE _____

(AREA CODE) TELEPHONE NUMBER _____

The transaction in question as shown on Statement of Account:

Transaction Date _____

Reference Number _____

Merchant _____

Amount _____

Statement Date _____

Please read carefully each of the following situations and check the one most appropriate to your particular dispute. If you have any questions, please contact us at 800/227-6736. We will be more than happy to advise you in this matter.

UNAUTHORIZED MAIL OR PHONE ORDER

☐ I have not authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.

DUPLICATE PROCESSING - THE DATE OF THE FIRST TRANSACTION WAS _____

☐ The transaction listed above represents a multiple billing to my account. I only authorized one charge from this merchant for this amount. My card was in my possession at all times.

MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF \$ _____

☐ My account has been charged for the above transaction, but I have not received the merchandise or service. I have contacted the merchant but the matter was not resolved. (Please provide a separate statement detailing the merchant contact, and the expected date to receive merchandise.)

☐ My account has been charged for the above listed transaction. I have contacted this merchant on _____ (date) and canceled the order. I will refuse delivery should the merchandise still be received.

MERCHANDISE RETURNED IN THE AMOUNT OF \$ _____

☐ My account has been charged for the above listed transaction, but the merchandise has since been returned.
 Enclosed is a copy of my postal or UPS receipt.

CREDIT NOT RECEIVED

☐ I have received a credit voucher for the above listed charge, but it has not yet appeared on my account. A copy of the credit voucher is enclosed. (Please provide a copy of this voucher with this correspondence.)

ALTERATION OF AMOUNT

☐ The amount of this charge has been altered since the time of purchase. Enclosed is a copy of my sales draft showing the amount for which I signed. The difference of amount is \$ _____

INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE

☐ I do not recognize this charge. Please supply a copy of the sales draft for my review. I understand that when a valid copy is sent to me, a Statement of Questioned Item Form must be provided and will include the copy of the sales draft if a further dispute exists. If a copy of the sales draft cannot be obtained, a credit will appear in my account.

COPY REQUEST

☐ I recognize this charge, but need a copy of the sales draft for my records.

SERVICES NOT RECEIVED

☐ I have been billed for this transaction, however, the merchant was unable to provide the services.

☐ Paid for by another means. My card number was used to secure this purchase, however final payment was made by check, cash, another credit card, or purchase order. (Enclosed is my receipt, canceled check (front & back), copy of credit card statement, or applicable documentation demonstrating that payment was made by other means.)

0. NOT AS DESCRIBED

☐ (Cardholder must specify what goods, services, or other things of value were received.) The item(s) specified do not conform to what was agreed upon with the merchant. (The cardholder must have attempted to return the merchandise and state so in their complaint.) _____

If none of the above reasons apply - please describe the situation:

(Note: Provide a complete description of the problem, attempted resolution and outstanding issues. Use a separate sheet of paper, if necessary, and sign your description statement.)

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4205

3440- _____

(date)

From: Supply Officer, Naval Research Laboratory

To: Code _____,
(name)

Subj: DESIGNATION OF CIVILIAN CONTRACTING OFFICER

Ref: (a) ONR Ltr 15/41/91 of 11 Mar 91

1. In accordance with reference (a), you are hereby designated a Civilian Contracting Officer for the Naval Research Laboratory (NRL) with authority to exercise the functions set forth and subject to the limitations stated below:

Limitation on type of contract or other purchase document	Monetary Limitation
--	---------------------

Credit card Purchases	\$2,5000.00
-----------------------	-------------

2. The authority delegated herein will not be redelegated and will remain in effect until rescinded, or until you no longer hold a position at NRL.

3. A copy of this letter is to be signed and returned to the Credit Card Branch (Code 3440).

C. A. HARTMAN
Supply Officer

Received and contents acknowledged:

(signature of cardholder)_____
(date)

I.M.P.A.C. CARDHOLDER ACCOUNT SET-UP

File Code 001

JAN 06 1997

INPUT FOR:

LEVEL 1 NUMBER _____ Office Name _____
LEVEL 2 NUMBER _____ Office Name _____
LEVEL 3 NUMBER _____ Office Name _____
LEVEL 4 NUMBER _____ Office Name _____

NOTE: ALL SHADED AREAS MUST BE COMPLETED IN ORDER TO PROCESS.

EFFECTIVE DATE OF SETUP _____ (Complete ONLY if you do not want card issued within 5 days upon receipt of form)

SET-UP INFORMATION

APPROVING OFFICIAL ACCT # _____ (Complete if AO acct already exists. Max 16)

AO NAME _____

DEPT/AGENCY/OFFICE NAME _____ (Max 22)

CARDHOLDER NAME _____ (Max 22)
(first name, middle initial, last name - to be embossed on card; no titles)

ADDRESS ONE _____ (Max 20)

ADDRESS TWO _____ (Optional: Mailstop, Room, or Ste. No., Max 10)

CITY _____ STATE _____

ZIP _____ TELEPHONE NUMBER (____) _____

SPENDING LIMITS/ACTIVITY CODE

30-DAY LIMIT \$ _____ (Up to \$999,900 in \$100 increments)

SINGLE PURCHASE LIMIT \$ _____ (Up to \$100,000 in \$50 increments)

MERCHANT ACTIVITY TYPE _____ (3-digit code)

OTHER ACCOUNT INFORMATION (OPTIONAL)

USER FIELD 1 _____ (Max 12)
(Shows on acct info report ONLY - G077)EMBOSSSED DESTINATION _____ (Max 2)
(Select Destination: P=Program Coordinator, B=Billing Office,
D=Dispute Office AND Level: 2=Level 2, 3=Level 3, 4=Level 4)CARD SUPPRESSION YES
(Circle only if you do not want plastic)USER FIELD 2 _____
(First eight digits show on card; Max 15)

AGENCY TAX EXEMPT # _____ (Max 20)

MASTER ACCOUNTING CODE _____
(Max 50)

CONTRACTOR USE ONLY:

REC'D DATE _____

INPUT/VERIFY DATE _____

REJECT REASON _____

☐ NEED A.O. ACCT # OR A.O. SET UP☐ NEED AUTHORIZED SIGNATURE☐ MISSING INFORMATION

INPUT SUBMITTED BY: Agency Program Coordinator

Authorized

Signature _____

Name _____

Address _____

Phone _____

Date _____

SEND REQUEST TO:

I.M.P.A.C. CUSTOMER SERVICE

Rocky Mountain BankCard System

P.O. Box 173309, Denver, CO 80217-9366

1-800/227-6736

CONTRACTOR USE ONLY

ASSIGNED ACCOUNT NUMBER _____ BATCH # _____

CHSET-R0994

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UNIT OF ISSUE TERMS REFERENCED TO DESIGNATIONS

A	C	H
AMPULE.....AM	CORD.....KD	HALF-DOZEN.....DH
ASSEMBLY.....AY	CRATE.....CR	HALF POUND.....HP
ASSORTMENT.....AT	CUBIC CENTIMETER....CC	HANK.....HK
AUDIO CASSETTE.....AC	CUBIC FOOT.....CF	HOURL.....HR
	CUBIC INCH.....CI	HUNDRED.....HD
B	CUBIC METER.....CZ	HUNDRED FEET.....HF
	CUBIC YARD.....CD	HUNDRED POUNDS.....HU
BACK ISSUE.....BS	CYLINDER.....CY	HUNDRED SQ FT.....HS
BAG.....BG		
BALE.....BE	D	I
BALL.....BA		
BAR.....BR	DAY.....DY	INCH.....IN
BARREL.....BL	DECAGRAM.....DC	INGOT.....IG
BLOCK.....BC	DECIGRAM.....DG	
BOARD FOOT.....BF	DECILITER.....DL	J
BOLT.....BO	DECIMETER.....DE	
BOOK.....BK	DECK.....DK	JAR.....JR
BOTTLE.....BT	DISPENSER.....DI	JOURNAL.....JO
BOX.....BX	DOZEN.....DZ	JUG.....JG
BRICK.....BI	DRAM.....DM	
BUNCH.....BH	DRUM.....DR	K
BUNDLE.....BD		
BUSHEL.....BU	E	KEG.....KE
		KILOGRAM.....KG
C	EACH.....EA	KILOMETER.....KM
	ENVELOPE.....EN	KIT.....KT
CAKE.....CK		
CAN.....CN	F	L
CANISTER.....CX		
CAPSULE.....CP	FLASK.....FL	LENGTH.....LG
CARAT.....KR	FONT.....FO	LINEAR FOOT.....LF
CARBOY.....CB	FOOT.....FT	LINK.....LK
CARTON.....CT		LINEAR YARD.....LY
CARTRIDGE.....CA	G	LITER.....LI
CASE.....CS		LONG TON.....LT
CASK.....KS	GALLON.....GL	LOT.....LO
CENTIGRAM.....CE	GALLON IMPERIAL.....GB	
CENTIMETER.....CM	GILL.....GI	M
CHEST.....CH	GLASS.....GS	
COIL.....CL	GRAIN.....GN	MAGAZINE.....MA
COMP DISK RO	GRAM.....GM	MAP.....MP
MEMORY.....KK	GROSS.....GR	MEAL.....ME
CONTAINER.....CO	GROUP.....GP	METER.....MR

M

R

T

RATION.....	RA
REAM.....	RM
REEL.....	RL
REPRINT.....	RP
RIBBON.....	RN
ROLL.....	RO
ROUND.....	RD

TRAY.....	TR
TROY OUNCE.....	TO
TUB.....	TB
TUBE.....	TU
TWENTY.....	AX
TWENTY-FIVE.....	AV
TWENTY-FIVE OF ITEM.....	TF
TWO HUNDRED FIFTY.....	AA

N

S

SACK.....	SA
SECTION.....	SC
SEMI ANNUAL.....	SN
SET.....	SE
SHEET.....	SH
SHORT TON.....	ST

U

O

SEMI ANNUAL.....	SN
SET.....	SE
SHEET.....	SH
SHORT TON.....	ST

UNIT.....UN
U.S.P. UNIT.....US

P

SLEEVE.....	SV
SPOOL.....	SL
SQUARE.....	SQ
SQUARE FOOT.....	SF
SQUARE INCH.....	SI
SQUARE METER.....	SM
SQUARE YARD.....	SY
STACK.....	SS
STICK.....	SX
STOCK.....	SZ
STRIP.....	SP
SUIT.....	SU
SYRINGE.....	SG

VIAL.....VI
VIDEO TAPE.....VT

W

WAFER.....WF
WEEK.....WK

Y

YARD.....YD
YEAR.....YR

T

Q

TABLET.....	TT
TAPE.....	TP
TEN.....	XX
THOUSAND.....	MX
THOUSAND CU FT.....	MC
THOUSAND FEET.....	TH
TIN.....	TI
TON.....	TN

I.M.P.A.C. APPROVING OFFICIAL ACCOUNT SET-UP

INPUT FOR:

LEVEL 1 NUMBER _____ Office Name _____
LEVEL 2 NUMBER _____ Office Name _____
LEVEL 3 NUMBER _____ Office Name _____
LEVEL 4 NUMBER _____ Office Name _____

NOTE: ALL SHADED AREAS MUST BE COMPLETED IN ORDER TO PROCESS.

SET-UP INFORMATION

DEPT/AGENCY/
OFFICE NAME _____ (Line 1, Max 22)

AO NAME _____ (Line 2, Max 22)
(first name, middle initial, last name)

ADDRESS ONE _____ (Line 3, Max 20)

ADDRESS TWO _____ (Optional: Mailstop, Room, or Ste. No., Max 10)

CITY _____ STATE _____ (Line 4)

ZIP _____ (Line 5)

TELEPHONE NUMBER _____

OFFICE LIMIT \$ _____ (Up to \$999,900 in \$100 increments)

OTHER ACCOUNT INFORMATION (Optional)

EFFECTIVE DATE _____ (Complete only if you do not want account set-up now)

CONTRACTOR USE ONLY:

REC'D DATE _____

INPUT/VERIFY DATE _____

REJECT REASON _____

CALLED/RETURNED/COMMENTS

☐ FORM INCOMPLETE

☐ NEED AUTHORIZED SIGNATURE

SEND REQUEST TO:

I.M.P.A.C. CUSTOMER SERVICE
Rocky Mountain BankCard System
P.O. Box 173309, Denver, CO 80217-9566
1-800/227-6736

INPUT SUBMITTED BY: Agency Program Coordinator

Signature _____

Name _____

Address _____

Phone _____

Date _____

Contractor Use Only

ACCOUNT NUMBER _____

Batch # _____

AOSET-R0994

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